

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 24**

**July 10, 2003**

**SUBJECT: SELECTION AND ASSIGNMENT TO PROFESSIONAL STANDARDS BUREAU**

**PURPOSE:** As mandated by a federal Consent Decree, the Department has agreed to establish specific criteria for selecting sworn personnel to specialized or sensitive Department assignments. Specifically, this Order establishes guidelines for the selection, retention and deselection of investigators and supervisors assigned to Professional Standards Bureau, formerly Internal Affairs Bureau (IAB).

**PROCEDURE:**

**I. SELECTION FOR LOANS TO PROFESSIONAL STANDARDS BUREAU.**

**A. Loan Assignments.** Currently, a limited tour assignment to Professional Standards Bureau (PSB) as a Sergeant II or Detective II is contingent on an employee's successful completion of a two-month loan to PSB. This loan process enables PSB to select from a pool of qualified candidates when filling regular assignments. A detective/sergeant with at least one year in grade is eligible for loan to PSB, and candidates must possess outstanding leadership, supervisory, and administrative skills. Investigative experience is desirable, but not required for an investigatory position. The selection of candidates who lack investigative experience shall be justified in writing on a Training Evaluation and Management System (TEAMS) Evaluation Report, Form 1.78.04 (attached).

Applicants may seek assignment as a loanee in several ways, most commonly by:

- \* Employee Request; or,
- \* Referral by any current PSB staff or a commanding officer.

Prior to consideration, all loanee applicants shall submit the following:

- \* Transfer Applicant Data Sheet, Form 15.88;
- \* Performance Evaluation Report, Form 1.78.0 (two most recent); and,

- \* Current TEAMS report (promotion/paygrade advancement TEAMS report only).

**B. Assessment of Eligibility for Loan.** A Loan/Transfer package shall be prepared to assess the eligibility of all selected candidates. As part of this package, a TEAMS Evaluation Report shall be completed to indicate that the following documents were reviewed as part of a comprehensive background check:

- \* Current TEAMS report (promotion/paygrade advancement TEAMS report only);
- \* Transfer Applicant Data Sheet, Form 15.88;
- \* Performance Evaluation Report, Form 1.78.0 (two most recent);
- \* Complaint Index (Form 1.80);
- \* Any pending or sustained complaint investigations, via a Complaint Information Tracking System (CITS) report;
- \* Any other investigations being conducted by PSB; and,
- \* Adverse judicial findings.

**Note:** The Legal Unit, Risk Management Group, shall be contacted for information on adverse judicial findings.

The intent of reviewing a selected candidate's work history is to assist in the evaluation of that candidate's appropriateness for PSB duties and responsibilities.

**II. SELECTION FOR LIMITED TOUR ASSIGNMENT.** All lieutenants and below seeking selection to PSB shall submit a Transfer Applicant Data Sheet, their two most recent Performance Evaluation Reports, and a TEAMS report (promotion/paygrade advancement TEAMS report only).

**A. Assessment of Eligibility for Assignment.** Until such time as TEAMS II is available, managers shall utilize existing Departmental databases, information and documents to assess eligibility for a limited tour assignment to PSB. A Loan/Transfer package, including a TEAMS Evaluation Report, shall be prepared for all selected candidates indicating that the following

documents were reviewed as part of a comprehensive background check:

- \* Interview Evaluation/Questions;
- \* PSB Loan Rating;
- \* TEAMS report (promotion/paygrade advancement TEAMS report only);
- \* Any pending or sustained complaint investigations, via a CITS report;
- \* Complaint Index; and,
- \* Adverse judicial findings.

**Note:** If a loanee is selected for permanent assignment to PSB within 90 days of completing the loan, a new eligibility assessment is not required. However, a loanee's Interview Evaluation/Questions and PSB Loan Rating shall still be reviewed and considered.

**B. Disqualification - Loan and Limited Tour Assignment.**

In most cases, sworn employees who have a sustained complaint in any of the following categories shall be disqualified from consideration for a PSB position:

- \* Excessive use of force;
- \* False arrest or charge;
- \* Improper search or seizure;
- \* Sexual harassment;
- \* Discrimination; or,
- \* Dishonesty.

The Commanding Officer, PSB, may decide to select or retain a sworn employee with a sustained complaint in one or more of these categories. However, that decision must be justified on a TEAMS Evaluation Report and retained in the interview/selection package. Additionally, the consideration of any adverse judicial finding or discipline against a sworn employee for any of the above categories shall also be documented in the TEAMS Evaluation Report form.

**C. Deselection.** Sworn personnel selected and assigned to PSB may be deselected for acts or behaviors that would have disqualified them from selection to PSB. Deselection shall be consistent with the Department's

downgrade and/or administrative transfer procedures (Department Manual Sections 3/762.35 and 3/763.60).

Deselection shall be considered if it involves any of the sustained allegations listed in Section II (B) of this Order. The Letter of Transmittal for the involved complaint shall include either a recommendation to deselect or justification for retention.

**D. Evaluation of Performance - Tour Extension.**

Assignment to PSB is a limited tour assignment (Manual Section 3/763.67). A sworn employee may have his/her tour extended or begin a new tour in a different section only if:

- \* He/she has performed in a competent manner, including adherence to the policies and procedures for conducting and reviewing complaint investigations; and,
- \* Upon completion of an eligibility assessment, it is determined by the Commanding Officer, PSB, that such an extension would be in the best interests of the Department and PSB.

**AMENDMENTS:** This Order adds Section 2/214.18 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Consent Decree Bureau, shall monitor compliance with this Order in accordance with Manual Section 0/080.30.

**WILLIAM J. BRATTON  
Chief of Police**

Attachment

**Distribution "A"**